

2024-2025

Emergency Response Plan

**Réalt na Mara
Girls National School
Mornington, Co. Meath.**

Roll Number 18767N

Introduction

Effective control of any emergency is particularly dependent on good communication and clear lines of responsibility. Correct operation of this plan will ensure that the relevant personnel and services, both internal and external, are advised of the emergency.

This plan also details the activities and responsibilities of various company personnel who are charged with the control and management of any major disaster. It is imperative for the successful operation of this plan that personnel are aware of their duties, and have sufficient knowledge and training to deal with any event likely to arise during an emergency.

The Chief Fire Officer will be the Principal Kate McCloughan. Her duties will include managing the evacuation and where applicable, calling out the relevant emergency services, liaising with internal and external personnel.

Emergency Communication Centre.

The emergency communication centre will be the Secretary's Office. In addition it will be the control point for the Chief Fire Officer. The Chief Fire Officer will co-ordinate all activities from this location. She will, when appropriate, summon the additional resources necessary to deal either with the emergency, or to deal with follow up activities.

Communication:

For the duration of the emergency, the office telephone line will be dedicated for external outgoing / incoming calls only.

No information can be given to the media over the phone unless specifically authorised by the Chief Fire Officer. Care and due consideration should be taken when informing next of kin.

Forward

The purpose of this plan is to provide management and appropriately identified staff with guidance on how to deal with emergencies and disasters, which could occur, at Réalt na Mara G.N.S. The Plan identifies the responsibilities of core personnel, the nature of accidents and emergencies, the actions to be taken, and the communications network to be adhered to during an emergency.

The main priorities of the emergency plan are to preserve human life and to reduce injury to personnel.

What is an emergency

Defining an Emergency

The following situations may create a situation, which requires an emergency response:

- A serious accident
- A fire or explosion
- A bomb alert
- Major Structural Collapse

The above categories would require the assistance of external emergency services.

Raising the alarm

How to raise the Alarm

Any person discovering a fire, a danger of explosion or who is involved in an incident involving injury to personnel should take the following action:

- Raise the alarm by breaking the glass of the break glass unit in the vicinity of the fire.
- Contact the Secretary and/or the Principal and advise her of the nature of the fire / accident / danger.
- Upon hearing the alarm evacuation should commence.

Responsibilities.

Chief Fire Officer (Principal)

The Chief Fire Officer will:

1. Make an appraisal of the incident in conjunction with the Fire Warden.
2. Assume the management of the evacuation for all parts of Réalt na Mara GNS including areas not affected by the emergency.
3. Brief the following as and when required:
 - a. Personnel
 - b. Emergency services
 - c. Gardaí
 - d. Senior school personnel
 - e. Local authority
 - f. Media, if appropriate.
4. Arrange for the necessary resources to be made available.
5. Ensure that adequate records are kept.

6. Review how the operation of the evacuation proceeded during the incident and provide a report, to Board of Management on same.

Fire Warden (Deputy Principal)

The Fire Warden will:

- Assist in the evacuation of the building following activation of the alarm
- Communicate with Chief Fire Officer of any relevant information regarding the evacuation
- When the alarm is raised the Fire Warden, where it is safe to do so, will carry out a sweep of the building along with other members of staff, to ensure that all personnel have evacuated.

Sweep Details

- Mrs. McCloughan will sweep the library, EAL room, classrooms on the corridor leading to Cuan na Réaltaí and both classes in Cuan na Réaltaí
- Mrs. McCartan will sweep the 1st, 2nd, 3rd class classrooms and any other classrooms that are on that corridor on the first floor.
- Ms. Fanning/Mrs McGinnity will sweep ground floor corridor including staffroom, family room, learning support and junior and senior infant classrooms.
- Mrs. Roulstone will sweep the 4th, 5th and 6th class rooms on the senior corridor after her class have exited on the way to the fire assembly point in the yard. Ms Fitzgerald will supervise Mrs Roulstone's class until Mrs Roulstone joins them after her sweep.
- Ms. Tully/Ms McManus/Ms Joyce will accompany all children from the Learning Support classrooms down the infant corridor and out the infant's door to the fire assembly point in the yard **where each child will join her own class for roll call.**
- In the event that the Learning support teachers are in a classroom, they leave the classroom they are in to proceed with their sweep/exit to the yard.
- In the event that a teacher is absent and the class have been sent to other classrooms for the day, the children will follow the evacuation plan for the classroom they are in that day. They will stay with that class until they reach the fire assembly point. The split class will need to proceed to their own designated class line. Teachers may need to remind them of this. The secretary will bring a copy of the class split list to the fire assembly point and the **learning support teachers will stay with the split class after they have done a roll call.**
- **NB. When splitting classes all teachers must make sure that the class split list is given to the secretary in the office.**
- In the event that the alarm sounds on a wet day at break time when children are in classrooms teachers must make their way immediately to their classroom and accompany the children to the fire assembly point in the yard. Sixth class girls who are in their 'wet day' classrooms must go straight to the yard with their designated wet day class and find their own line once they reach the fire assembly point. The 6th class teachers must also check their classrooms before going to the yard.
- Children must be reminded to walk **calmly and quietly in single file** on the right hand side of the corridor and down the stairs. They are not to hold doors open unless it is for a wheelchair user or someone on crutches.

- **Teachers must bring a class list to the assembly point in the yard in order to do a roll call.** The Deputy Principal will then check with all teachers to make sure all pupils are accounted for.
- In the event that the alarm sounds and there are children doing a message they must proceed to the nearest exit to them and go straight to their designated assembly point in the yard where they will meet their class and teacher.
- If any class are in the Hall when the alarm sounds the teacher and class should make their way out the fire exit doors at the back of the hall towards the front of the school and use the ramp to continue exiting at the front of the school. They should then proceed to the fire assembly point in the yard.
- If a class is in the basketball courts or at the front of the school when the alarm sounds they should make their way to the fire assembly point in the junior yard. One of the LS teachers will open the gate to let them enter the yard. Classes may also line up in the basketball courts as this area can also be used as a fire assembly point if needed. **Under no circumstances should any class enter the building until directed to do so by the fire officer or fire warden and when it is safe to do so.**

Children with SEN:

- SNAs will accompany children with special needs to the fire assembly point in the yard and stay with the child to reassure them.
- If SNAs are on their break when the bell sounds, they should make their way immediately to the classroom of their assigned special needs child to assist them in getting to the designated assembly point in the yard safely. If when the bell sounds the SNA is on a movement break with a child they should make their way outside through the nearest exit and join the rest of the class for roll call.
- Children who are on inclusion in other classrooms will go to the yard with the class they are in and will then be collected by their designated SNA to go to their Cuan na Réaltaí class in the yard for roll call.

First Aiders

In the event of an emergency, the Chief Fire Officer may request assistance from First Aiders on the school Complex.

When directed by the Chief Fire Officer, the first aiders will:

1. Render first aid to injured personnel, either at the incident site or other location.
2. They will first ensure that the area is in a safe condition.
3. Provide assistance to the external emergency services.
4. Carry out other duties as requested by the Chief Fire Officer

Equipment

Equipment suitable for use in emergencies:

- Mobile phones
- First aid supplies

- Fire fighting equipment including extinguishers

Evacuation Procedure

When the Alarm Sounds

All adults and children will evacuate any classroom, building or area, single file, in a calm manner and will not return to the area until the all clear is given or unless specifically requested to do so. Personnel will gather at the designated assembly point in the senior yard at the front of the school.

All visitors to the school should be instructed on the routes to evacuate and the location of the assembly point.

Exiting the Building

Cuan na Réaltaí (both classes) will exit through the door in Ms. Walsh's room that leads directly to the yard where they will line up. Junior and senior infants will exit through their normal door for entering and exiting the school. 1st and 2nd classes as well as Ms Kirwan's 3rd class will all exit through their normal door the same as entering and exiting the school in mornings and evenings. The other 3rd classes as well as Ms Sorensen's 4th class and Ms Colgan's 5th class will exit the building down the front main stairs and out through the door beside the library. Ms McGuinness' 4th class, Ms Campbell/Ms Kirwan's 5th class and the two 6th classes will exit down the back stairs beside the 6th class classrooms directly to the yard.

Escape Routes

Each classroom/office has an escape route marked on a map on the inside of the room door.

ACCOUNTING FOR PERSONNEL

Objectives

- a. To ensure that an accurate list of personnel can be compiled without delay.

Procedure

- a. All employees will report to the designated assembly points.
- b. The following personnel; Kate McCloughan, Patricia McCartan must accurately compile a list of missing personnel including visitors. A list of any missing persons must be conveyed to the Chief Fire Officer (Principal)
- c. It is imperative that all teachers bring their class list with them and that the Principal is aware of any absent staff. A list of all personnel in the school will be kept in the office and brought to the designated assembly point by the Principal. In the event of a fire or other emergency there is an urgent need to account accurately for all personnel.

Providing First Aid

Location of First Aid Supplies

The First aid supplies are located in the following areas:

The school office

The staff toilets located on the first floor

The toilets located near the outside door adjacent to the library

The trolley located in the family room beside the staffroom.

This Plan has been devised by the school staff, principal, deputy principal, board of management, Barry Quinn Fire Safety Officer Meath Co. Council and will be reviewed in two years, or sooner if the need arises.

This plan has been ratified by the Board of Management

Signed: _____



Date: *September 2024*